



February 24, 2023

**We will be accepting proposals until March 16 for cleaning services for the Dorr Township Library. Please see the RFP below which details what we are expecting.**

**Request for Proposal  
For  
Cleaning Services**

Introduction: Dorr Township Library is soliciting proposals for a one (1) year contract for cleaning services for Dorr Township Library with the option to renew after 1 year.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed below. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be received no later than 5pm on March 16th directly to the library at the following address:

Dorr Township Library  
ATTN: RFP for Cleaning Services  
1804 Sunset Dr.  
Dorr, MI 49323

### General Instructions for Proposal

1. **Proposal Content:** Proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. References must be provided including name, address, phone number and contact person.
2. **Proposal Period:** Proposal prices must be firm for ninety (90) days or until a contract is signed while the proposals are considered.
3. **Proposal Awareness:** It is the Library's intent to accept the lowest responsible, complete proposal. The selected proposal will be the most advantageous regarding price, quality of service, the vendor's qualifications and capabilities to provide the specified service and other factors which the library may take into account. The Library reserves the right to accept or reject any or all proposals and to waive irregularities therein.
4. **Term and Renewal:** The term will be for one (1) year unless terminated. The contract may be terminated by either party with a ninety (90) day written notice. Or in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the contract. After a one (1) year, the option will be available for renewal pending a one (1) year evaluation.
5. **Payment:** Payments will be made to the vendor after receiving a monthly invoice. Vendors must provide FEIN number for 1099 documents.
6. **Start Date:** Accepted proposal will be contacted between March 21<sup>st</sup> and 24<sup>th</sup> and expected to begin work the first week of April.

## Specifications

The specifications outline the requirement for cleaning services. A walkthrough can be scheduled by appointment to view the building.

Dorr Township Library  
1804 Sunset Dr.  
Dorr, MI 4323

- 1 floor – approx. 7500 sqft.
- Includes
  - entry way
  - 3 bathrooms
  - kitchen/back room
  - main library
  - community room
  - book sale room
  - craft supply exchange room
  - computer and teen rooms
  - office
  - behind the desk area.

### Responsibilities of the Contractor

The following cleaning instructions are outlined by location and frequency.

#### Entrance and community room

##### **Weekly:**

1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)
2. Squeegee both sides of glass doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, pictures, furniture and manner of furnishings.
4. Vacuum walk off mats and traffic areas
5. Spot treat soiled carpet areas
6. Dust mop hard surface floors
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

##### **Monthly:**

1. Thoroughly vacuum all carpeting taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.
3. Complete all high dusting, including exhaust fans, air ventilators and light fixtures within reach.

##### **Quarterly:**

1. **Thoroughly wash interior windows and partition glass on both sides. Damp wipe all window glass/frames**
2. **Dust all blinds.**

### Main library

(including offices, desk area, computer and teen rooms, book sale and craft supply exchange rooms)

#### Weekly:

1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)
2. Squeegee both sides of glass doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, pictures, furniture and manner of furnishings.
4. Vacuum traffic areas
5. Spot treat soiled carpet areas
6. Disinfect telephones, computer keyboards and mouses, chairs, countertops, tables, door handles and book cart handles. This can be done with disinfectant spray (fabric chairs) or disinfectant wipes (hard surfaces/items)
7. Clean and sanitize sink. (Client is responsible for dishes)

#### Monthly:

1. Thoroughly vacuum all carpeting taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.
3. Complete all high dusting, including book shelves, exhaust fans, air ventilators and light fixtures within reach.

#### Quarterly:

1. **Thoroughly wash interior windows and partition glass on both sides. Damp wipe all window glass/frames**
2. **Dust all blinds.**

### Kitchen/backroom area

#### Weekly:

1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)
2. Wipe clean fronts, tops and sides of trash receptacles.
3. Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, pictures, furniture and manner of furnishings.
4. Stock dispensers as needed (client to furnish supplies)
5. Damp wipe counters.
6. Disinfect telephones and paper cutter handles.
7. Spot clean cabinets and exterior of appliances to present a neat appearance.
8. Clean interior of microwave removing food particles and stains.
9. Clean and sanitize sink. (Client is responsible for dishes)
10. Dust mop hard surface floors
11. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

#### Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.

2. Complete all high dusting, including book shelves, exhaust fans, air ventilators and light fixtures within reach.

**Quarterly:**

1. **Thoroughly wash interior windows and partition glass on both sides. Damp wipe all window glass/frames**
2. **Dust all blinds.**

Restrooms

(3, men and women's in lobby, staff in kitchen/backroom)

**Weekly:**

1. Empty all trash receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Stock toilet paper and hand soap. Wipe dispensers as needed (Client to furnish supplies)
3. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
4. Toilet seats to be wiped clean on both sides.
5. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
8. Sweep or dust mop hard surface floors.
9. Report any restroom repairs needed on maintenance sheet.

**Monthly:**

1. Wipe all restroom partitions on both sides.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Building grounds

**Weekly:**

1. Notify management of any concerns on facility using our memo pad system.

**Equipment Cleaning and Chemicals**

The Dorr Township Library will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with Jeffrey Babbitt via email ([dorrlibrary.mi@gmail.com](mailto:dorrlibrary.mi@gmail.com)) or phone (616-681-9678).

**Damage**

The contractor shall report weekly to Jeffrey Babbitt via email ([dorrlibrary.mi@gmail.com](mailto:dorrlibrary.mi@gmail.com)) or phone (616-681-9678) any damaged facilities and/or broken items that need to be replaced so as not to be held accountable.

**Yearly cleaning maintenance**

Vendors will submit a separate proposal for the following services that will occur yearly/as needed.

1. Light fixture cleaning.
2. Ventilation cleaning.
3. Deep cleaning of carpets
4. Tile floor strip, wax and buffing.

**Proposal Instructions**  
**Request for Proposal for Cleaning Services**

1. Based on the requirements and provider qualifications please provide two (2) copies of the proposal to the Dorr Township Library.
2. Complete Proposal Form and Signature Page
3. Complete Worker's Compensation Certificate
4. Complete Independent Contractor Statement
5. Complete Reference Form
6. Complete Breakdown of Hours to do Work (see attached Excel Sheet or Word Document)

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope; **Request for Proposal of Cleaning Services.**

If delivered via email, please include as subject line: "Request for Proposal for Cleaning Services."

Proposals should be mailed or delivered in person to:  
Dorr Township Library  
Attn: Request for Proposal for Cleaning Services  
1804 Sunset Dr.  
Dorr, MI 49323

Proposals shall be emailed to: [dorrlibrary.mi@gmail.com](mailto:dorrlibrary.mi@gmail.com)

Proposals must be received no later than 5:00 pm on Thursday, March 16, 2023.

**Proposal Form**  
**Request for Proposal for Cleaning Services**

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the Dorr Township Library building:

**Library Building** \$ \_\_\_\_\_



**Signature Page  
Request for Proposal for Cleaning Services**

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Name and Title (please print)

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Signature

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Vendor Address

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City/State/Zip

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Contact (please print)

---

Phone

---

Fax

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E-mail

### Worker's Compensation Certificate

I hereby certify that effective the date of my Contract with the Dorr Township Library and at all times in the performance of such Contract that:

I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Michigan with the following insurance company.

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Company Name

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Agent's Name, Address and Telephone Number

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Policy Number and Effective Date

OR

I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Michigan to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously make with the Dorr Township Library.

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Date

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Signature of Contractor

### Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the Library for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance on any work or services required under the Agreement, shall have no contractual relationship with the Library, shall not be considered employees of the Library and any and all claims that may or might arise under the Unemployment Compensation Act or the Worker's Compensation Act of the State of Michigan on behalf of said personnel arising out of the employment or alleged employment including without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Library; and the Contractor shall defend, indemnify and hold the Library, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Library, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay or any other such benefits/payments.

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Company/Individual Name

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Official Address

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Signature and Title

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Date

**Client References**  
**Request for Proposal for Cleaning Services**

Please list three (3) client references. It is preferred that those references are clients within the State of Michigan. The Library reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

2. \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

3. \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number